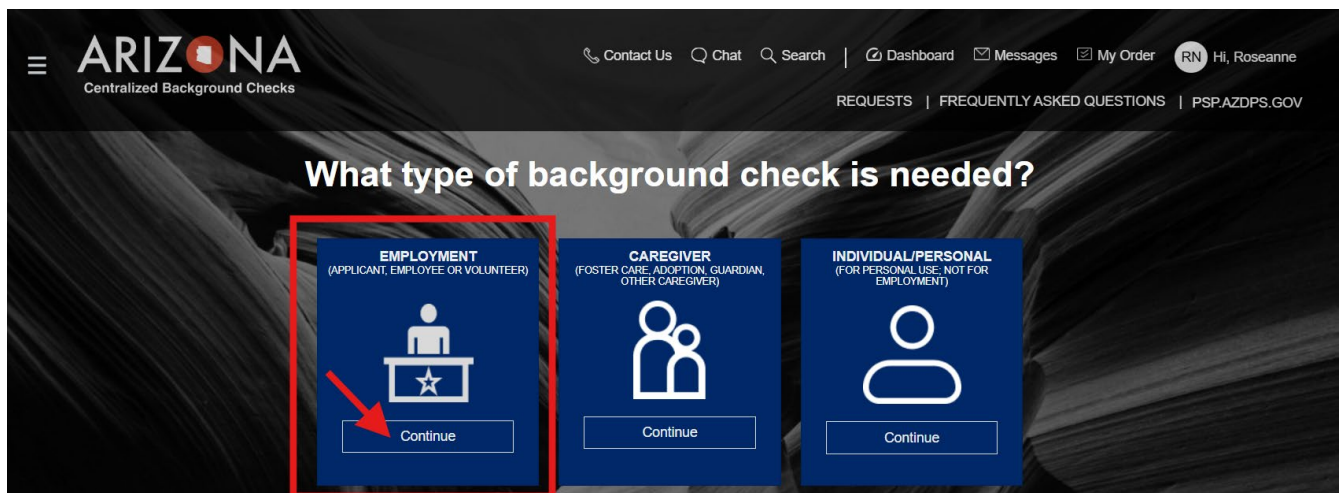We are required by law to have all volunteers complete a background check.

- These instructions are for individuals to submit a background check.
- Individuals who need a background check must create an account and submit a request for employment/volunteer. The individual must connect their request to an employer or DCS caregiver agency account.
- When the background checks are completed, an automated email will be sent to both you and Duet to confirm a notification is available in the Message Center. This notification will include a link by which to download the results.

Getting Started

Note: Complete your Fingerprint Clearance Card first. The same login/password will be used for both the fingerprint card application at the AZDPS portal and the background checks.

1. **Login to https://cbc.az.gov/login**
   - If you haven't made an account through DPS already, please create one here.

2. **After you are logged in, go to this specific link: https://cbc.az.gov/request-page**

3. **In the "Employment" box, click the "Continue" button.**

4. **Enter the following Duet's email address into the box below. Then click the "Continue" button after:**

   - samano@duetaz.org

Employment Background Check Request   *Indicates required field.*

Please enter the Employer's email address as registered with the Arizona Centralized Background Checks (CBC)

Enter employer's email*

samano@duetaz.org

Cancel	Continue

5. **To avoid being sent back to the DPS website, click the "No" button to continue to application.**

Is a Fingerprint Clearance Card (FCC) required for your employment? Please confirm with your employer before continuing.
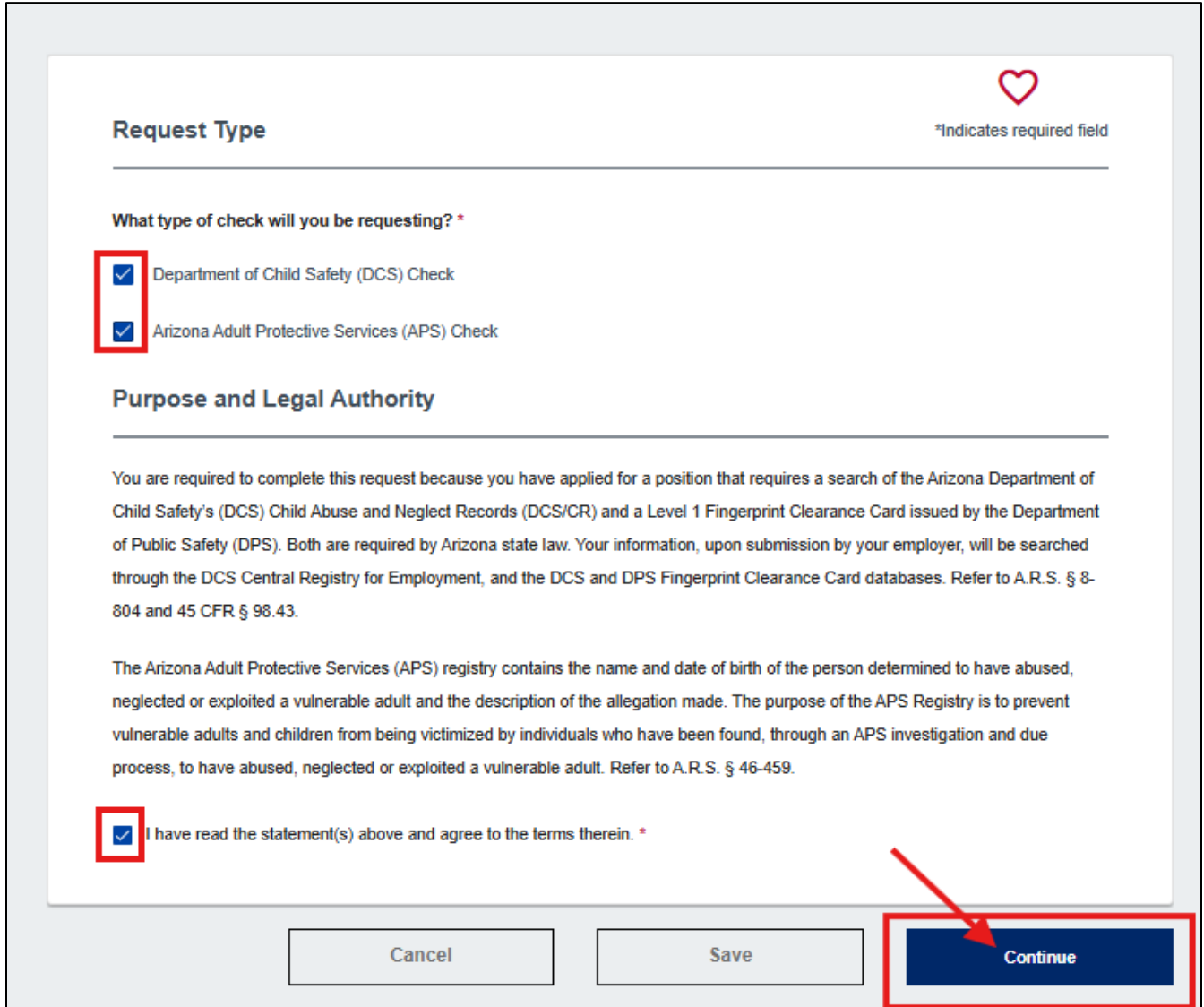
No	Yes

6. Make sure you check off all the following boxes below. Then, click the "Continue" button.

- ✓ Department of Child Safety (DCS) Check
- ✓ Arizona Adult Protective Services (APS) Check
- ✓ I have read the statement(s) above and agree to the terms therein.

Request Type

*Indicates required field

What type of check will you be requesting? *

☑ Department of Child Safety (DCS) Check

☑ Arizona Adult Protective Services (APS) Check

Purpose and Legal Authority

You are required to complete this request because you have applied for a position that requires a search of the Arizona Department of Child Safety's (DCS) Child Abuse and Neglect Records (DCS/CR) and a Level 1 Fingerprint Clearance Card issued by the Department of Public Safety (DPS). Both are required by Arizona state law. Your information, upon submission by your employer, will be searched through the DCS Central Registry for Employment, and the DCS and DPS Fingerprint Clearance Card databases. Refer to A.R.S. § 8-804 and 45 CFR § 98.43.

The Arizona Adult Protective Services (APS) registry contains the name and date of birth of the person determined to have abused, neglected or exploited a vulnerable adult and the description of the allegation made. The purpose of the APS Registry is to prevent vulnerable adults and children from being victimized by individuals who have been found, through an APS investigation and due process, to have abused, neglected or exploited a vulnerable adult. Refer to A.R.S. § 46-459.
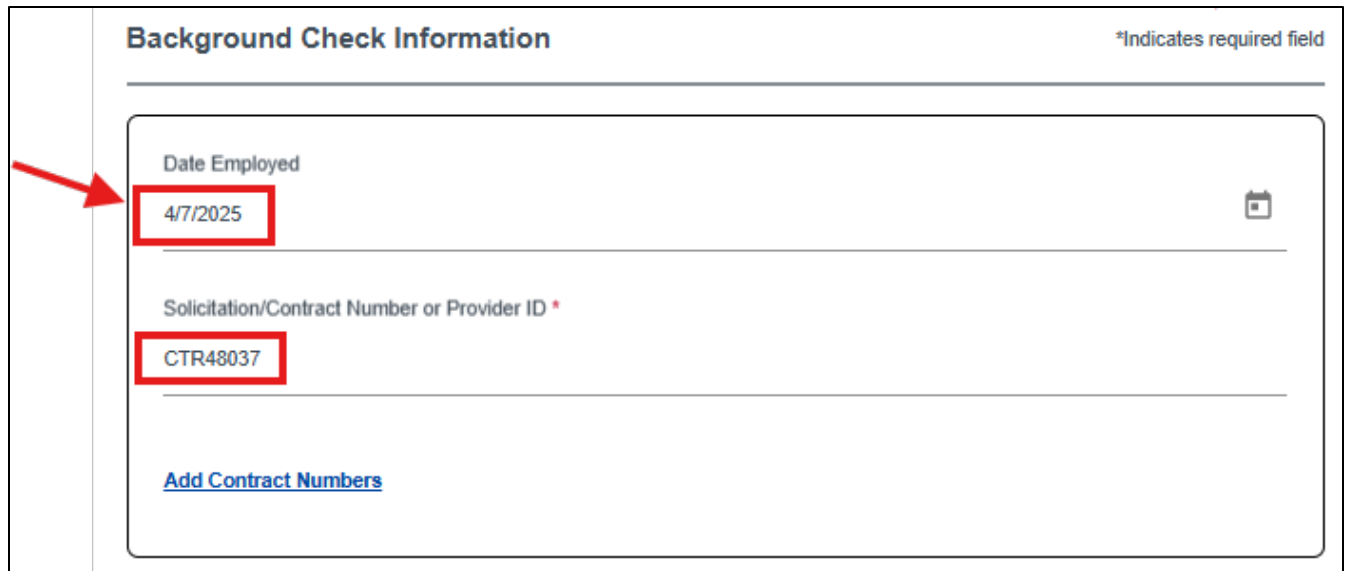
☑ I have read the statement(s) above and agree to the terms therein. *

Cancel	Save	Continue

7. For the "Date Employed" section, please select the <u>date of the volunteer orientation</u> you attended.

8. In the "Solicitation/Contract Number or Provider ID" section, please add the following Contract Number:

- CTR48037

Background Check Information   *Indicates required field

Date Employed

4/7/2025

Solicitation/Contract Number or Provider ID *

CTR48037

Add Contract Numbers
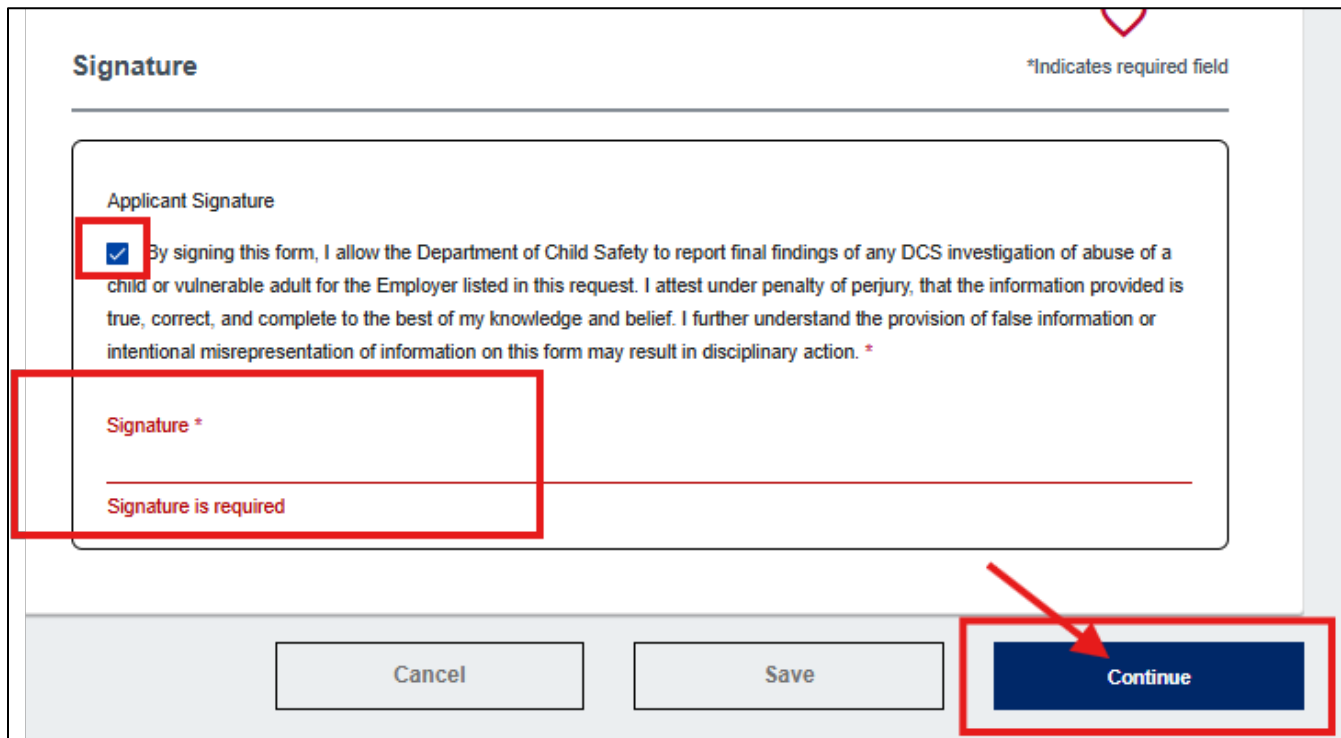
9. The Employer's Information will be filled in automatically.

- You do not need to edit any of the Duet information that is automatically filled.

10. For the Requester's Information, thoroughly complete the personal information in each section and check the appropriate boxes.

11. Once you're done filing out the Requester's Information, you will be asked to check the appropriate box and type in your signature. ("Wet" signature not required.) **Then, click the "Continue" button once you are done.**

- Note: If you have a middle name, the signature box will require you to type it in as the following: First Name Middle Initial Last Name (Example: John J Jacob)

12. A screen with everything you have checked off and filled out will appear. You will review if all the information input is correct.

- If you must make edits, scroll to the top of that page and select either "Acknowledgement," Your Information," or "Signature," to make your edits.
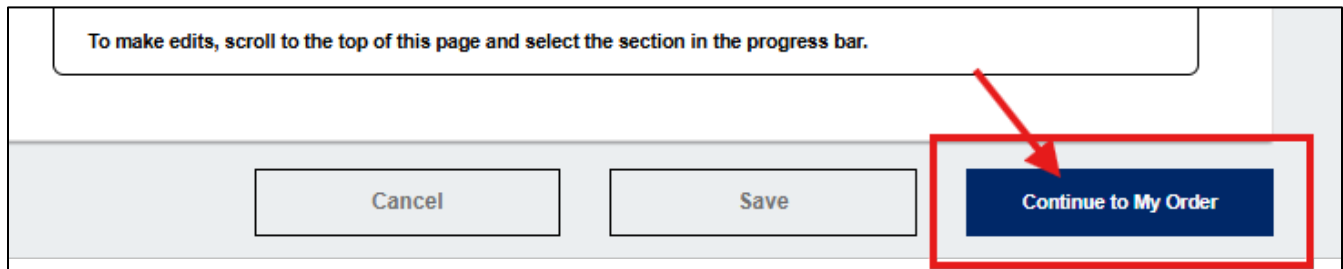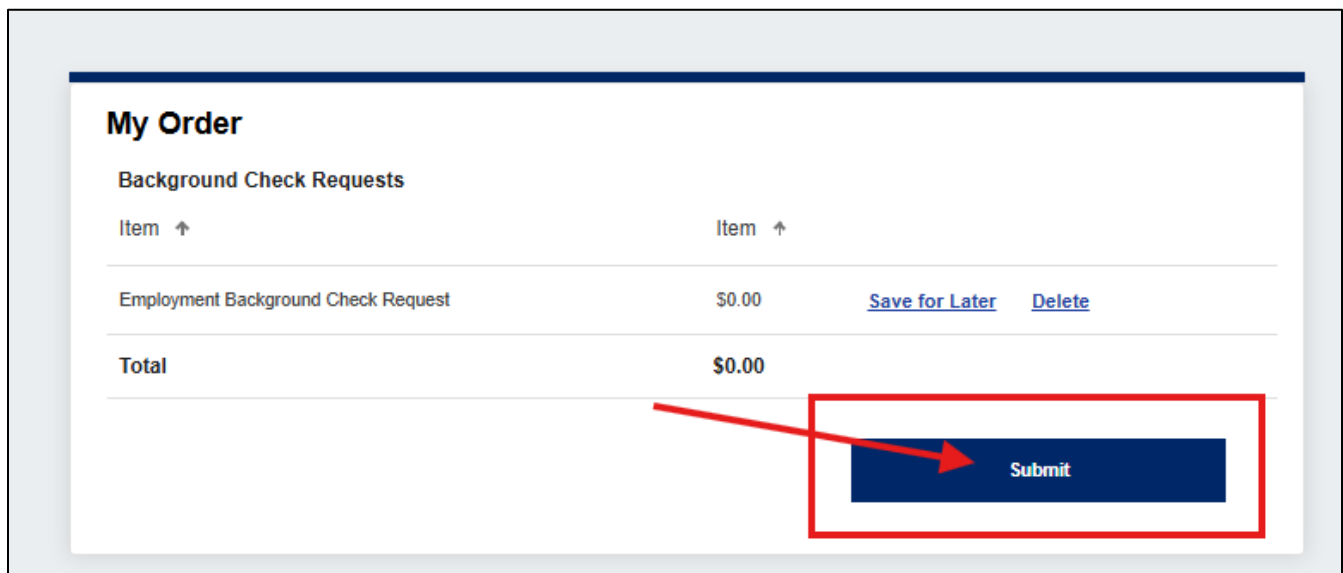
13. If everything looks correct as you scroll down, click the "Continue to My Order" button.

14. You will add this "order" to your cart. Click the "Submit" button once you are ready to submit the Background Check Request.

15. Once you submit the order, an automated email will be sent to both you and Duet to confirm.

- Note: Check your spam if you do not receive an email.
- A notification message will also be sent to your DPS account in the Message Center, which is located on top of the home page. This notification will include a link to download the results.

How often do background checks need to be updated?

The annual background check will be due 12 months from the last background check result report. If a new request is not submitted by the due date, the background check will expire, and Duet will be notified. The CBC will initiate notification for annual reemployment background checks for each individual account that is connected to an employer account.

Questions or concerns?

Email the team at volunteer@duetaz.org or call 602-274-5022 and ask for the Homebound Volunteer Department.